



STANDARDS OF APPRENTICESHIP

adopted by

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1 APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
ELECTRIC UTILITY TECHNICIAN		829.261-018	8000 HOURS
GENERATION MECHANIC		631.261-010	6000 HOURS
GENERATION WIREMAN		820.261-014	6000 HOURS
LINEMAN		821.261-014	6000 HOURS
METERMAN		729.281-014	6000 HOURS
OPERATOR		952.362-018	6000 HOURS
POWER SYSTEMS WIREMAN		820.261-018	6000 HOURS
WATER OPERATOR		954.382-014 / 51-8031.00	6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JANUARY 15, 1987

Initial Approval

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Committee Amended

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Standards Amended (review)

JULY 22, 2005

Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following standards for apprenticeship have been prepared by representatives of Public Utility District No. 1 of Chelan County, Wenatchee, Washington, and representatives of I.B.E.W. Local 77, Unit 77-114 of Wenatchee, Washington. When approved by and registered with the Washington State Apprenticeship and Training Council, these Standards will govern the training of apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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The area covered by these Standards shall be the properties of Public Utility District No.1 of Chelan County in the state of Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Applicants for apprenticeship must be at least 18 years of age at the time bid application is submitted.**
- Education: **High school graduate or certified equivalent.**
- Physical: **Applicants for apprenticeship must be physically capable of performing the work of the craft. No exceptions may be made.**
- Testing: **N/A**
- Other: **Current Washington State Drivers License.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. All employees now employed by the Public Utility District No. 1 of Chelan County and working in a classification covered by these apprenticeship standards will be placed under these standards and registered with the Registration Agency and will be given full credit for the time they have served as apprentices. Any new candidates for apprenticeship may be**

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allowed credit for the term of apprenticeship for their previous experience on the recommendation of the Committee and approval of the Public Utility District No. 1 of Chelan County and the Union. Credit for previous experience shall be established by the Apprenticeship Committee.

2. Apprentices are selected from District employees in apprentice trainee positions when qualified, in accordance with the Collective Bargaining Agreement between Chelan County PUD No. 1 and Local 77, IBEW.
3. Each candidate for an apprenticeship shall be personally contacted by a member or members of the Apprenticeship Committee when starting his/her apprenticeship.

B. Equal Employment Opportunity Plan:

New Affirmative Action Plan in accordance with WAC 296-05-413(3)(b)(c)(g)(i) as follows:

1. Participation in annual workshops or career days, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities. Cooperate with schools, community colleges, and vocational schools to prepare students for entrance into apprenticeship.
2. Engage in any other such action to ensure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for Lineman, Power Systems Wireman, Generation Wireman, Generation Mechanic, Meterman, Operators, and Water Operator shall be three (3) years* (6,000 hours). Electric Utility Technician shall be four (4) years* (8,000 hours) of reasonably continuous employment and experience in the principal operations of the trade.

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V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 1200 hours* of employment.

*** All reference to hours shall mean straight time or regular hours of work.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

There shall not be more than one apprentice to one journey level worker in the classification of work involved. This ratio shall apply to each crew and job site and the apprentice shall work under the direction of the journey level worker. For the purpose of this rule, the foreman shall be considered a journey level worker.

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Apprentices shall be paid at the following percentage rate based on the corresponding journey level worker wage in the Collective Bargaining Agreement in accordance with WAC 296-05-316(27):

A. Linemen, Power Systems Wireman, Generation Wireman, Generation Mechanic, Metermen, Operator, and Water Operator:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	74.10%
2	1001 - 2000 hours/7 - 12 months	76.97%
3	2001 - 3000 hours/13-18 months	79.83%
4	3001 - 4000 hours/19 - 24 months	82.75%
5	4001 - 5000 hours/25 - 30 months	85.62%
6	5001 - 6000 hours/31 - 36 months	88.49%

B. Electric Utility Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	74.10%
2	1001 - 2000 hours/7 - 12 months	76.97%
3	2001 - 3000 hours/13-18 months	79.83%
4	3001 - 4000 hours/19 - 24 months	82.75%
5	4001 - 5000 hours/25 - 30 months	85.62%
6	5001 - 6000 hours/31 - 36 months	88.49%
7	6001 - 7000 hours/37 - 42 months	100.00%
8	7001 - 8000 hours/43 - 48 months	100.00%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

The apprentice shall be given such experience and instruction as is necessary to develop a practical, skillful, competent craftsman in his/her classification and insofar as practicable; this will cover all branches of the trade. The schedule of work experience shown below in this section is recommended for the different branches of the trade. It is recognized that this will vary due to the work being done by the crews. The Public Utility District No. 1 of Chelan County will, insofar as practicable consistent with the work being done by the crews, give adequate training in all branches of the trade.

A. <u>Electric Utility Technician:</u>	<u>Approximate Hours</u>
1. Transient fault recording equipment.....	50
2. Communications & building cabling and distribution frames.....	100
3. Safety training	100
4. Commissioning tests for new equipment or systems	200
5. Main frame computers and input/output	200
6. TV cameras and sets, controls, communications lines, VCR.....	200
7. Fiber optic cable installation, splicing and multiplex equipment	250
8. Data acquisition tests, engineering studies	250
9. Fish hatchery, ponds, traps, ladders, and bypass controls.....	300
10. Local area network, computer communications.....	400
11. Kilowatt hour panel, & demand meters	500
12. Phone systems and voice mail	500
13. Protective relays and control circuits.....	500
14. SCADA Systems.....	500
15. Telemetry Systems	500
16. Two way radio systems.....	700
17. Microwave systems	750
18. Workstation computers, printers, monitors & other peripherals.....	1000

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19. General electronics, recorders, governors, exciter,
annunciators, sequence of event, regulators, chargers,
programmable logic controllers.....1000

TOTAL HOURS: 8000

Apprentice Technicians shall be required to obtain a NARTE Second Class Certification by the end of their fourth year or eighth period of apprenticeship. Failure to obtain their certification would be cause for elimination from the Technician apprenticeship program.

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B. <u>Generation Mechanic:</u>	<u>Approximate Hours</u>
1. Machine shop, bench work, blueprint and layout	500
2. Installation of machinery	400
3. Maintenance and repair of rotating equipment.....	1500
4. Maintenance, repair and instruction on governor	50
5. Welding - gas and electric	1000
6. Orientation of station cranes and equipment (backhoe, mobile crane, etc.)	700
7. Maintenance of headworks, draft tube and fishways	1000
8. Woodworking and building maintenance.....	400
9. Rigging cables, ropes, etc.....	100
10. Miscellaneous, computer, etc.	250
11. Safety and inspection of safety equipment.....	100
TOTAL HOURS:	6000

The following personal tools shall be acquired by completion of first, second and third periods of apprenticeship:

First Period:	Toolbox, allen wrenches, side cutters, assorted screwdrivers, center punch, ballpeen hammer, steel tape, and wrenches 3/8" - 1".
Second Period:	Chisels, channel locks, and combination square.
Third Period:	Needle nose pliers, vice grips, and crescent wrenches - 6", 8", 10".

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<u>C. Generation Wireman:</u>	<u>Approximate Hours</u>
1. Layout of new construction and installations from engineering drawings.....	300
2. Installation, adjustment, repair and maintenance of switching equipment	1000
3. Wiring, testing and trouble shooting of control meters relay circuits and equipment	1000
4. Installation and maintenance of transformers	300
5. Installation and maintenance of rotating equipment and associated apparatus	1400
6. Shop repair of electrical equipment	300
7. Installation and maintenance of batteries, battery chargers and miscellaneous control equipment	350
8. Safety meetings, care and inspection of safety equipment	100
9. Miscellaneous electrical installation and maintenance (i.e. service panels, branch circuits, etc.).....	1000
10. Welding - gas and electric	100
11. Operations of station cranes and equipment (backhoe, forklift, boom-trucks, etc).	100
12. Rigging cables, ropes, etc.....	50
TOTAL HOURS:	6000

The following personal tools shall be acquired by completion of first, second and third periods of apprenticeship:

First Period:	Toolbox, allen wrenches, pliers and side cutters, assorted screwdrivers, center punch, ballpeen hammer, steel tape, goggles, open-end wrenches 3/8" - 1".
Second Period:	Spin-tights, combination square, StaCon pliers, Champ combination bolt cutter-wire stripper.
Third Period:	Needle nose pliers, vice grips, crescent wrenches 6", 8", 10", set of box-end wrenches.

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D. <u>Lineman:</u>	<u>Approximate Hours</u>
1. Poles, arms and guys.....	900
2. Overhead conductors and insulators, switches, cutouts, and other protective devices	1000
3. Underground conductor and associated switches, cutouts, and protective devices	1000
4. Work on energized primary circuits with hot stick method (#4 may be worked in 4th period providing apprentice does not take the place of a journey level worker on the crew)	1000
5. Transformers, underground, pad mount, pole mount, etc	500
6. Services underground and overhead.....	500
7. Safety meetings, care and inspection of safety equipment	100
8. Study of work sketches	200
9. Equipment operation	400
10. Fault and cable locating and metering.....	200
11. Formal substation operation.....	100
12. Computer training	100
TOTAL HOURS:	6000

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<u>E. Meterman:</u>	<u>Approximate Hours</u>
1. Residential Metering.....	1500
a. Single phase self contained meters	
b. Single phase transformer rated meters	
c. Meter tampering and current diversions	
d. Recording instruments	
e. Customer relations	
2. Commercial and Industrial Metering	2500
a. Poly-phase self contained non-demand	
b. Poly-phase transformer rated	
c. Poly-phase contained demand meters	
d. Poly-phase transformer rated demand meters	
e. Power factor metering	
f. Recording instruments	
3. Meter shop	1800
a. Portable instruments	
b. Current and potential devices	
c. Transducers	
d. Panel mounted instruments	
e. Data acquisition and recording	
f. Meter numbering and recording	
g. Meter testing using portable and bench testing equipment	
h. Primary metering instrument mounting	
i. Data retrieval using remote terminal	
j. Computer and metering software use	
k. Obsolete instrument disposal procedures	
4. Safety.....	100
a. Safety meeting attendance	
b. First aid training & CPR	
c. Care and inspection of safety equipment.	
d. WISHA safety standards	
5. Miscellaneous.....	100
TOTAL HOURS:	6000

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F. <u>Operator:</u>	<u>Approximate Hours</u>
1. Study station blueprints, circuits and instruction.....	800
2. Turbine and hydraulic experience	800
3. Operation of station auxiliary apparatus	800
4. Yard and disconnect switching and/or instruction.....	300
5. Control room training	1700
6. Telephone and radio communication.....	400
7. Plant Inspection.....	100
8. Observation or assistance of equipment overhauls.....	200
9. Miscellaneous (guide service, history, information, weather station, staff gauges, other miscellaneous duties).....	200
10. Safety training	100
11. Computer training	600
TOTAL HOURS:	6000

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G. <u>Power Systems Wireman:</u>	<u>Approximate Hours</u>
1. Layout of new construction and installations from engineering drawings.....	300
2. Installation, adjustment, repair and maintenance of switching equipment	1200
3. Wiring and testing of control, meter, and relay circuits and equipment	1200
4. Installation and maintenance of transformer.....	450
5. Substation inspection	200
6. Shop repair of electrical equipment	400
7. Installation and maintenance of batteries, battery chargers and miscellaneous control equipment	350
8. Safety meetings, care and inspection of safety equipment	100
9. Installation and maintenance of voltage regulators and accessory equipment	250
10. Power wiring and bus-bar installation.....	250
11. Miscellaneous.....	1300
TOTAL HOURS:	6000

The following personal tools shall be acquired by completion of first, second and third periods of apprenticeship:

First Period:	Toolbox, allen wrenches, pliers and side cutters, assorted screwdrivers, center punch, ballpeen hammer, steel tape, goggles, open-end wrenches 3/8" - 1".
Second Period:	Spin-tights, combination square, StaCon pliers, Champ combination bolt cutter-wire stripper.
Third Period:	Needle nose pliers, vice grips, crescent wrenches 6", 8", 10", set of box-end wrenches.

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H. <u>Water Operator:</u>	<u>Approximate Hours</u>
1. Layout of new construction and installations from engineering drawings and inspection standards	500
2. Installation, repairs and maintenance of metering devices.....	600
3. Installation and maintenance of main water lines, service lines and hydrants	1800
4. Water quality and health requirements.....	500
5. Safety meetings, care and inspection of safety equipment	200
6. Pump stations and reservoirs, inspections and maintenance.....	700
7. Trench safety requirements	100
8. Equipment operation.....	1000
9. Working with underground utilities, power, gas, phone and irrigation	150
10. Control valves.....	150
11. Rigging and signals	100
12. Computer training	100
13. Telemetry and communication systems	100
TOTAL HOURS:	6000

The following personal skills shall be acquired by completion of first, second and third years of apprenticeship:

First Year:	Water Distribution Specialist and Class A CDL with tanker endorsement
Second Year:	Water Distribution Manager 1.
Third Year:	Water Distribution Manager 2 and Basic Treatment Operator.

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ Supervised field trips
- ☒ Approved training seminars
- ☒ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☒ Other (specify): **Customized training course conducted by District instructors**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. All apprentices will be required to obtain a current first-aid card, which shall include CPR certification, before advancing to the second period of apprenticeship, and must have a current first-aid card, which shall include CPR certification, before taking the journey level worker examination.**
- B. The Apprenticeship Committee recommends that the course for apprentices be limited to those who are actually apprentices in accordance with these Standards.**
- C. The course outlines approved by the Apprenticeship Committee shall be used in related classroom instruction.**
- D. Apprentices may be allowed credit for prior education and/or experience by the Committee, having due regard for the development of the apprentice and the facilities reasonably available. The advancement of such apprentices will not be delayed by the fact that he/she has not had related instruction in conjunction with his/her prior experience.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

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1. If an apprenticeship has not been completed in the established term, subject to approval of the Public Utility District No. 1 of Chelan County and the Union and the apprentice, the Committee may extend the term. If an apprentice has demonstrated unusual proficiency, the Committee may recommend the issuance of a certificate before the end of the full term of apprenticeship in accordance with the State Standards. **Hot Time will not be waived by any means in the Lineman's Apprenticeship.** The issuance of a Certificate at any time will in no way affect the status of the apprentice in his/her employment with the Public Utility District No. 1 of Chelan County, which is covered by the Union Agreement.
2. **Safety & Training Supervisor:** The Public Utility District No. 1 of Chelan County will designate a Safety & Training Supervisor who will work with the Committee in developing this apprenticeship program and will serve as a consultant at all meetings of the Committee.
3. **Records:** Each apprentice shall maintain a shop record in which he/she shall list daily the number of hours worked on each work process. Where there is not free time after the crew comes in to make out this record on the Public Utility District No. 1 of Chelan County's time, it will be done on his/her own time without compensation.
4. **Periodic Evaluations:**
 - a. An evaluation covering the field progress of apprentices will be given as determined by the Committee, but not more frequently than once each month. The Committee shall recommend records or reports of apprentices to show progress in the trade and in related instruction.
 - b. If the Safety & Training Supervisor finds that an apprentice shows a lack of interest or does not have the ability to become a competent craftsman, all the facts of the case should be placed before the Committee. The Committee shall investigate and report its findings to the Public Utility District No. 1 of Chelan County and I.B.E.W. Local 77, Unit 77-114.
5. The Apprenticeship Committee will counsel with an apprentice who fails to make satisfactory progress either in on-the-job training or in the related classroom instruction.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

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Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
 2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.
 - Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days

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- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or

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- Corrections
- 2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
- 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
- 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
- 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
- 6. Hear and adjust all complaints of violations of apprenticeship agreements.
- 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers

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requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Chelan County Public Utility District No. 1 Apprenticeship Committee shall be composed of (10) members; five (5) members representing the Public Utility District No. 1 of Chelan County and five (5) members representing I.B.E.W., Local 77, Unit 77-114, of Wenatchee, Washington, selected by the groups they represent.

A quorum of committee members must be present at every committee meeting.

Quorum: **A quorum is two-thirds of the JATC members entitled to vote.**

Program type administered by the committee: **INDIVIDUAL JOINT**

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The employer representatives shall be:

Dennis A. McMahon, Secretary
PUD No. 1 of Chelan County
327 N Wenatchee Avenue
Wenatchee, WA 98801

Ron Franklin
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

Bill Leffler
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

Keith Messer
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

Chris Schwinkendorf, Alternate
PUD No. 1 of Chelan County
327 N Wenatchee Avenue
Wenatchee, WA 98801

Dave Parkhill, Alternate
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

Randy Noland, Alternate
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

Eddie Greer, Alternate
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

The employee representatives shall be:

Pete Bellinger, Chairman
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

James A. Kill
PUD No. 1 of Chelan County
327 N Wenatchee Avenue
Wenatchee, WA 98801

Mike Pierce
PUD No. 1 of Chelan County
327 N Wenatchee Avenue
Wenatchee, WA 98801

Dan Davies
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

Mark Groves, Alternate
PUD No. 1 of Chelan County
327 N Wenatchee Avenue
Wenatchee, WA 98801

Jim Mayfield, Alternate
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

Mike Cook, Alternate
PUD No. 1 of Chelan County
PO Box 1231
Wenatchee, WA 98807

Lance Galbraith, Alternate
PUD No. 1 of Chelan County
327 N Wenatchee Avenue
Wenatchee, WA 98801

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

To be established as required.

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Safety & Training Supervisor